THAT WHICH IS CLAIMED IS:

1. A method for processing a visitor request over an intranet comprising:

filling-out and submitting a visitor request form over the intranet;

5   creating a visitor database on the visitor based upon the filled-out visitor request form;

transmitting a visitor approval request message via e-mail to at least one evaluator if approval is required, the visitor approval request

10 message having a hyperlink to the filled-out visitor request form; and

submitting an approval recommendation by the at least one evaluator via e-mail for updating the visitor database.

2. A method according to Claim 1 wherein the e-mail corresponding to the visitor approval request message is transmitted at least in part over the intranet; and wherein the e-mail corresponding to the

5   approval recommendation is transmitted at least in part over the intranet.

3. A method according to Claim 1 further comprising validating the updated filled-out visitor request form.

4. A method according to Claim 1 further comprising issuing a visitor badge based upon a validated filled-out visitor request form.

5. A method according to Claim 4 wherein the visitor badge comprises at least one of an escort required badge and a no escort required badge.

6. A method according to Claim 1 wherein if a user filling-out and submitting the visitor request form is not hosting the visitor, then the method further comprises:

5   identifying a host of the visitor in the filled-out visitor request form;

transmitting a visitor certification request message via e-mail to the host, the visitor certification request message having a hyperlink to the

10 filled-out visitor request form; and

submitting a certification recommendation by the host via e-mail for updating the visitor database.

7. A method according to Claim 1 further comprising classifying the visitor as either a regular visitor or a foreign visitor.

8. A method according to Claim 7 wherein a regular visitor comprises at least one of a U.S. citizen, and a non-U.S. citizen with an alien registration card.

9. A method according to Claim 7 wherein a foreign visitor comprises at least one of a non-U.S. citizen without an alien registration card, a person representing a foreign company, and a person having

5 dual citizenship.

10. A method according to Claim 1 wherein the at least one evaluator comprises at least one of a security administrator and an import/export administrator.

11. A method according to Claim 1 further comprising transmitting a status message via e-mail to

a user filling-out and submitting the visitor request
form, and if the user filling-out and submitting the
visitor request form is not hosting the visitor, then
transmitting another status message via e-mail to the
5   user hosting the visitor.

12. A method for processing a visitor request
over an intranet comprising:
filling-out and submitting a visitor request
form over the intranet;
5   creating a visitor database on the visitor
based upon the filled-out visitor request form
including classification of the visitor as a regular
visitor or a foreign visitor;
transmitting a visitor approval request
10 message via e-mail to at least one evaluator if
approval is required, the visitor approval request
message having a hyperlink to the filled-out visitor
request form;
submitting an approval recommendation by the
15 at least evaluator via e-mail; and
issuing a visitor badge based upon a
validated filled-out visitor request form.

13. A method according to Claim 12 further
comprising:
updating the filled-out visitor database
based upon the received approval recommendations; and
5   validating the updated filled-out visitor
request form.

14. A method according to Claim 12 wherein
the e-mail corresponding to the visitor approval
request message is transmitted at least in part over
the intranet; and wherein the e-mail corresponding to

5   the approval recommendation is transmitted at least in part over the intranet.

15. A method according to Claim 12 wherein the visitor badge comprises at least one of an escort required badge and a no escort required badge.

16. A method according to Claim 12 wherein if a user filling-out and submitting the visitor request form is not hosting the visitor, then the method further comprises:

5   identifying a host of the visitor in the filled-out visitor request form;

transmitting a visitor certification request message via e-mail to the host, the visitor certification request message having a hyperlink to the

10   filled-out visitor request form; and

submitting a certification recommendation by the host for updating the visitor database.

17. A method according to Claim 12 wherein classification of the visitor as a regular visitor comprises at least one of a U.S. citizen, and a non-U.S. citizen with an alien registration card.

18. A method according to Claim 12 wherein classification of the visitor as a foreign visitor comprises at least one of a non-U.S. citizen without an alien registration card, a person representing a

5   foreign company, and a person having dual citizenship.

19. A method according to Claim 12 wherein the at least one evaluator comprises at least one of a security administrator and an import/export administrator.

20. A method according to Claim 12 further
comprising transmitting a status message via e-mail to
a user filling-out and submitting the visitor request
form, and if the user filling-out and submitting the
5 visitor request form is not hosting the visitor, then
transmitting another status message via e-mail to the
user hosting the visitor.

21. An intranet for processing a visitor
request comprising:
       a first software module for filling-out and
submitting a visitor request form;
5   a second software module for creating a
visitor database on the visitor based upon information
provided in the filled-out visitor request form;
       a third software module for transmitting a
visitor approval request message via e-mail to at least
10 one evaluator based upon the visitor database if
approval is required, the visitor approval request
message having a hyperlink to the filled-out visitor
request form; and
       a fourth software module for submitting an
15 approval recommendation by the at least one evaluator
for updating the visitor database.

22. An intranet according to Claim 21 wherein
the e-mail corresponding to the visitor approval
request message is transmitted at least in part over
the intranet; and wherein the e-mail corresponding to
5 the approval recommendation is transmitted at least in
part over the intranet.

23. An intranet according to Claim 21 wherein
said fourth software module also validates the filled-

out visitor request form if approval is received from all evaluators.

24. An intranet according to Claim 21 further comprising a fifth software module for issuing a visitor badge based upon a validated filled-out visitor request form.

25. An intranet according to Claim 24 wherein the visitor badge comprises at least one of an escort required badge and a no escort required badge.

26. An intranet according to Claim 21 wherein if a user filling-out and submitting the visitor request form is not hosting the visitor, then the intranet further comprises:

5   a sixth software module for identifying a host of the visitor in the filled-out visitor request form, and transmitting a visitor certification request message via e-mail to the host, the visitor certification request message having a hyperlink to the
10   filled-out visitor request form; and
        a seventh software module for submitting a certification recommendation by the host via e-mail for updating the filled-out visitor database.

27. An intranet according to Claim 21 wherein said second software module also classifies the visitor as either a regular visitor or a foreign visitor.

28. An intranet according to Claim 27 wherein a regular visitor comprises at least one of a U.S. citizen, and a non-U.S. citizen with an alien registration card.

29. An intranet according to Claim 27 wherein a foreign visitor comprises at least one of a non-U.S. citizen without an alien registration card, a person representing a foreign company, and a person having
5 dual citizenship.

30. An intranet according to Claim 21 wherein the at least one evaluator comprises at least one of a security administrator and an import/export administrator.

31. An intranet according to Claim 21 further comprising an eighth software module for transmitting a status message via e-mail to a user filling-out and submitting the visitor request form, and if the user
5 filling-out and submitting the visitor request form is not hosting the visitor, then transmitting another status message via e-mail to the user hosting the visitor.

32. A computer-readable medium having stored thereon a data structure comprising:
a first data field containing data representing a visitor request form, the filled-out
5 visitor request form to be submitted over an intranet;
a second data field containing data representing an e-mail message having a hyperlink to the data representing the filled-out visitor request form, the e-mail message to be transmitted to at least
10 one evaluator if approval is required; and
a third data field containing data representing an approval recommendation by the at least one evaluator, the comments to be transmitted via e-mail.

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33. A computer-readable medium according to Claim 32 further comprising:

a fourth data field containing data representing a database on the visitor based upon information provided in the filled-out visitor request form; and

a fifth data field containing data for updating the visitor database.

34. A computer-readable medium according to Claim 32 further comprising a sixth data field containing data for validating the filled-out visitor request form if all evaluators approve.

35. A computer-readable medium according to Claim 32 further comprising a seventh data field for containing data for issuing a visitor badge based upon a validated filled-out visitor request form.

36. A computer-readable medium according to Claim 35 wherein the visitor badge comprises at least one of an escort required badge and a no escort required badge.

37. A computer-readable medium according to Claim 32 wherein if a user that created the visitor request form is not hosting the visitor, then the computer-readable medium further comprises:

an eighth data field for containing data for identifying a host of the visitor in the filled-out visitor request form;

a ninth data field for containing data representing an e-mail message having a hyperlink to the data representing the filled-out visitor request

form, the e-mail message to be transmitted to the host; and

a tenth data field for containing data representing a certification recommendation by the 15 host, the comments to be transmitted via e-mail.

38. A computer-readable medium according to Claim 33 wherein said fourth data field further contains data classifying the visitor as either a regular visitor or a foreign visitor.

39. A computer-readable medium according to Claim 38 wherein a regular visitor comprises at least one of a U.S. citizen, and a non-U.S. citizen with an alien registration card.

40. A computer-readable medium according to Claim 38 wherein a foreign visitor comprises at least one of a non-U.S. citizen without an alien registration card, a person representing a foreign company, and a 5 person having dual citizenship.